

The City of Takoma Park

Telephone: 301.891.7290
Fax: 301.270.4094



Takoma Park Recreation Department
7500 Maple Avenue
Takoma Park, MD 20912

Dear Family:

Thank you for choosing the City of Takoma Park Recreation Department's Morning/Afternoon Addition Program for the 2012-2013 school year. The staff and I would like to take this opportunity to welcome you and your child(ren) aboard! We are looking forward to meeting your family and providing a safe, creative and enriching experience each day.

Participants can sign up for one or more of our club activities which include: taekwondo, library, drama, nutrition, art and dance; community service for 6th graders and much more. Parent permission is required for clubs. Most of the clubs are free or have a nominal fee and there are a limited number of spaces available for each.

In addition to clubs and other recreational activities, and study hall time is provided as well. We have designated times within the day for study hall so students can start on their homework.

Our staff will build long-lasting relationships with the children and I encourage that you communicate with them regularly. You are encouraged to participate in our special events as we attempt to strengthen the Morning and Afternoon Addition family. We are always looking for volunteers for these events, please contact Dana for more information on how you can help.

Enclosed you will find some valuable information as well as some very important forms. Please read the Program Policies and Procedures and complete and return the enclosed forms before the first day of school, so that we can have the necessary information to provide the best care for your child.

Please join us on Thursday, August 23, 2012 at 6:00 p.m. for our parent orientation. This will be your opportunity to meet staff and learn more about the program. Light refreshments will be served.

Thank you for joining us for an exciting new year.

Sincerely,

Dana Jackson
Morning/Afternoon Addition Program Director
(301) 891-7281
(240) 676-6711
danaj@takomagov.org

ENROLLMENT

2012-2013 Morning/Afternoon Addition Program

Who is Eligible

- **Morning Addition:** Participants must be enrolled in grades K - 6 and attend either Piney Branch Elementary School or Takoma Park Elementary School. Children who attend a school other than Piney Branch Elementary or Takoma Park Elementary are eligible to register; **however, transportation is the responsibility of the parent.**
- **Afternoon Addition:** Participants must be enrolled in grades K - 6.
- Children will be admitted on a first-come, first-serve basis. **Previous enrollment does not guarantee placement.**

How to Enroll

- Registration will begin on Monday, July 16, 2012, 8:30 a.m.
- **Openings are limited.** Registrations are accepted on a first-come, first-serve basis. **Previous enrollment does not guarantee placement.**
- The first two months payments (see fees and payment schedule) will be required when you register for the Morning and/or Afternoon Addition Program.
- Once you are registered and payment has been made, the following forms must be completed BEFORE your child can attend the program: Behavior Code Agreement, Medical Release, Authorization for Medication and Authorization for Pick up. All of these forms can be found in this packet and online at www.takomaparkmd.gov/recreation and are due to the Morning/Afternoon Addition Program Director Prior to the child(ren)'s first day in the program.
- **Parent orientation will be on Thursday, August 23, 2012 at 6:00 p.m. This will be your opportunity to meet the staff and learn more about the Morning/Afternoon Addition Program.**

FEES AND PAYMENT SCHEDULE

2012-2013 Morning/Afternoon Addition Program

Registration and Enrollment

- Registrations are on a first-come, first-served basis. Previous enrollment does not guarantee placement.
- The first two month's payments are due at the time of registration, this includes August and September.

Tuition

- Morning Addition fees are \$1,150.00 for residents and \$1,450.00 for non-residents per child per year for the 10-month school year. Morning Addition payments are broken down into ten (10) monthly payments of **\$115.00** for residents and **\$145.00** for non-residents per month per child.
- Afternoon Addition fees are \$1,950 for residents and \$2,450.00 for non-residents per child per year for the 10-month school year. For your convenience, Afternoon Addition payments are broken down into ten (10) monthly payments of **\$195.00** for residents and **\$245.00** for non-residents per month per child.
- Fees for both the Morning & Afternoon Addition program are \$2,700.00 for residents and \$3,300.00 for non-residents per child per year for the 10-month school year. Morning & Afternoon Addition payments are broken down into ten (10) monthly payments of **\$270.00** for residents and **\$330.00** for non-residents per month per child.
- Payments are due by the **1st-10th of the previous month** (see Payment Schedule). Payments can be made in form of cash, check, or money order (made payable to City of Takoma Park), MasterCard or Visa. *There are no financial credits made for absences, illness, or suspensions.*

Fee Assistance

- Fee assistance is available based on income (formal proof of income is required). Contact the Recreation Department for a Fee Assistance Application form.
- If there is difficulty meeting the financial obligation, it is the responsibility of the parent/guardian to make special arrangements with the Recreation Director.
- Arrangements must be made and approved by the Recreation Director two weeks prior to the next monthly due date.

Late Tuition Payment Fee

- A late payment fee of \$25.00 per child will be assessed on all scheduled payments not made by the **10th** of the previous month (see Payment Schedule on next page).
- If the late payment is not received by the **20th** of the month, your child will be removed from the program. A notice of intent to terminate services will be sent to the parents. Once removed from the program, staff will not be responsible for the supervision of your child.

Returned Check Fee

- A penalty of \$25.00 will be charged for all checks returned by the bank.

(Continued on reverse side)

(Fees and Payment Schedule continued)

Late Pick-Up Fees

- The Afternoon Addition Program closes at 6:30 p.m. We understand that emergencies do arise and request that parents call Afternoon Addition if they are delayed. However, late charges will still be assessed.
- A late charge of \$10.00 for each 15 minutes (or portion thereof) will be assessed per child starting at 6:35 p.m. If schools close early due to weather or unforeseen emergencies, the late pick-up fee will be assessed one hour following notification that the Afternoon Addition Program must close early.
 - \$10 for 5-15 minutes late
 - \$20 for 16-30 minutes late
 - \$30 for 31-45 minutes late
 - \$40 for 46-60 minutes late

One hour after the scheduled pick up time your child will be escorted to the Takoma Park Police Department.

- A Late Fee Assessment form will be completed and the payment is due to the Recreation Department.

2012-2013 Morning Addition Program FEES AND PAYMENT SCHEDULE

MONTHLY PAYMENT CHART

Payment #1:	Due Upon Application	\$115.00 (R); \$145.00 (NR)
Payment #2:	Due Upon Application	\$115.00 (R); \$145.00 (NR)
Payment #3:	Due October 1 st - 10 th October 11 th - 20 th October 21 st - Child Dismissed	\$115.00 (R); \$145.00 (NR) \$140.00 (R); \$170.00 (NR)
Payment #4:	Due November 1 st - 10 th November 11 th - 20 th November 21 st - Child Dismissed	\$115.00 (R); \$145.00 (NR) \$140.00 (R); \$170.00 (NR)
Payment #5:	Due December 1 st - 10 th December 11 th - 20 th December 21 st - Child Dismissed	\$115.00 (R); \$145.00 (NR) \$140.00 (R); \$170.00 (NR)
Payment #6:	Due January 1 st - 10 th January 11 th - 20 th January 21 st - Child Dismissed	\$115.00 (R); \$145.00 (NR) \$140.00 (R); \$170.00 (NR)
Payment #7:	Due February 1 st - 10 th February 11 th - 20 th February 21 st - Child Dismissed	\$115.00 (R); \$145.00 (NR) \$140.00 (R); \$170.00 (NR)
Payment #8:	Due March 1 st - 10 th March 11 th - 20 th March 21 st - Child Dismissed	\$115.00 (R); \$145.00 (NR) \$140.00 (R); \$170.00 (NR)
Payment #9:	Due April 1 st - 10 th April 11 th - 20 th April 21 st - Child Dismissed	\$115.00 (R); \$145.00 (NR) \$140.00 (R); \$170.00 (NR)
Payment #10:	Due May 1 st - 10 th May 11 th - 20 th May 21 st - Child Dismissed	\$115.00 (R); \$145.00 (NR) \$140.00 (R); \$170.00 (NR)

2012-2013 Afternoon Addition Program FEES AND PAYMENT SCHEDULE

MONTHLY PAYMENT CHART

Payment #1:	Due Upon Application	\$195.00 (R); \$245.00 (NR)
Payment #2:	Due Upon Application	\$195.00 (R); \$245.00 (NR)
Payment #3:	Due October 1 st - 10 th October 11 th - 20 th October 21 st - Child Dismissed	\$195.00 (R); \$245.00 (NR) \$220.00 (R); \$270.00 (NR)
Payment #4:	Due November 1 st - 10 th November 11 th - 20 th November 21 st - Child Dismissed	\$195.00 (R); \$245.00 (NR) \$220.00 (R); \$270.00 (NR)
Payment #5:	Due December 1 st - 10 th December 11 th - 20 th December 21 st - Child Dismissed	\$195.00 (R); \$245.00 (NR) \$220.00 (R); \$270.00 (NR)
Payment #6:	Due January 1 st - 10 th January 11 th - 20 th January 21 st - Child Dismissed	\$195.00 (R); \$245.00 (NR) \$220.00 (R); \$270.00 (NR)
Payment #7:	Due February 1 st - 10 th February 11 th - 20 th February 21 st - Child Dismissed	\$195.00 (R); \$245.00 (NR) \$220.00 (R); \$270.00 (NR)
Payment #8:	Due March 1 st - 10 th March 11 th - 20 th March 21 st - Child Dismissed	\$195.00 (R); \$245.00 (NR) \$220.00 (R); \$270.00 (NR)
Payment #9:	Due April 1 st - 10 th April 11 th - 20 th April 21 st - Child Dismissed	\$195.00 (R); \$245.00 (NR) \$220.00 (R); \$270.00 (NR)
Payment #10:	Due May 1 st - 10 th May 11 th - 20 th May 21 st - Child Dismissed	\$195.00 (R); \$245.00 (NR) \$220.00 (R); \$270.00 (NR)

2012-2013 Morning & Afternoon Addition Program FEES AND PAYMENT SCHEDULE

MONTHLY PAYMENT CHART

Payment #1:	Due Upon Application	\$270.00 (R); \$330.00 (NR)
Payment #2:	Due Upon Application	\$270.00 (R); \$330.00 (NR)
Payment #3:	Due October 1 st - 10 th October 11 th - 20 th October 21 st - Child Dismissed	\$270.00 (R); \$330.00 (NR) \$295.00 (R); \$355.00 (NR)
Payment #4:	Due November 1 st - 10 th November 11 th - 20 th November 21 st - Child Dismissed	\$270.00 (R); \$330.00 (NR) \$295.00 (R); \$355.00 (NR)
Payment #5:	Due December 1 st - 10 th December 11 th - 20 th December 21 st - Child Dismissed	\$270.00 (R); \$330.00 (NR) \$295.00 (R); \$355.00 (NR)
Payment #6:	Due January 1 st - 10 th January 11 th - 20 th January 21 st - Child Dismissed	\$270.00 (R); \$330.00 (NR) \$295.00 (R); \$355.00 (NR)
Payment #7:	Due February 1 st - 10 th February 11 th - 20 th February 21 st - Child Dismissed	\$270.00 (R); \$330.00 (NR) \$295.00 (R); \$355.00 (NR)
Payment #8:	Due March 1 st - 10 th March 11 th - 20 th March 21 st - Child Dismissed	\$270.00 (R); \$330.00 (NR) \$295.00 (R); \$355.00 (NR)
Payment #9:	Due April 1 st - 10 th April 11 th - 20 th April 21 st - Child Dismissed	\$270.00 (R); \$330.00 (NR) \$295.00 (R); \$355.00 (NR)
Payment #10:	Due May 1 st - 10 th May 11 th - 20 th May 21 st - Child Dismissed	\$270.00 (R); \$330.00 (NR) \$295.00 (R); \$355.00 (NR)

PARENT INFORMATION

2012-2013 Morning/Afternoon Addition Program

Facilities

- The Morning/Afternoon Addition Program is located inside of the Takoma Park Community Center. We will utilize several rooms such as: the azalea room, game room, art room, lilac room and dance studio.
- The Afternoon Addition Program also utilizes the Piney Branch Elementary School Gym.

Outdoor Play

- The Afternoon Addition Program will use Ed Wilhelm Field, Takoma-Piney Branch Neighborhood Park or Hodges Field for outdoor play.
- Children should be dressed appropriately for outdoor activities each day.

Picking Up Children

- **You are required to sign your child(ren) out and provide a picture ID, if requested by staff.**

Children's Clothing

- Please label all personal items (coats, hats, gloves, backpacks, etc.) with your child(ren)'s name.
- A lost and found bin will be kept for unidentified articles of clothing.

Snacks

- The Morning Addition Program does not provide snack; however, participants are allowed to bring their own.
- The Afternoon Addition Program will provide each participant with a snack each day, please inform us of any food allergies or dietary restrictions.

Behavioral Code

- Please review and discuss the Behavioral Code (attached) with your child(ren) prior to the start of the program.
- If any child's behavior patterns threaten his/her own health/safety or the health/safety of other children or staff, parents may be asked to withdraw their child from the program.
No refunds will be issued.

Toys/Electronic Devices

- Children should not bring toys or electronic devices to the Morning/Afternoon Addition Program. Staff will not be responsible for lost/stolen items.

Parent Conferences/Visitation

- Conferences may be arranged with the staff at any time during the year by contacting the Morning/Afternoon Addition Program Director to schedule an appointment.
- Parents may visit the Morning/Afternoon Addition Program any time, with or without an appointment.

Fun Days

- A separate program from the Morning/Afternoon Addition Program, **Fun Day**, is offered by the Recreation Department on days when Montgomery County Public Schools are not in session. Registration is required and fees apply.

(Behavioral Code is attached)

BEHAVIORAL CODE AGREEMENT

The following expectations apply to all Morning/Afternoon Addition children and the general enforcement of the rules is the responsibility of the staff.

1. Children are expected to behave in an orderly fashion. Such activities as pushing, shoving, fighting, wrestling, screaming, swearing, disorderly conduct and any other disruptions which interfere with the Morning/Afternoon Addition are prohibited. This includes throwing sticks, rocks, snowballs, ice, etc. Cheating and lying will not be tolerated.
2. Children are expected to respond appropriately and respect staff's instructions and decisions. They are also expected to show respect for others.
3. Children will not take anything, without permission, that belongs to someone else or Morning/Afternoon Addition Program.
4. Please do not bring valuables to Morning/Afternoon Addition: MP3 players, cameras, cell phones, game consoles, expensive athletic equipment or clothing, cameras, jewelry, or personal games. The Morning/Afternoon Addition staff will not be responsible for lost or stolen items.
5. Children will not damage Morning/Afternoon Addition and/or other students' property: i.e., you may not write on walls, tables, or books.
6. Children will not bring objects to Morning/Afternoon Addition that are dangerous to other people and/or disruptive to the program.
7. Children will not leave the building or playground without permission from a staff member.
8. Possession and/or use of knives, fireworks, toy guns, hand guns, illegal substances, and cigarettes are not permitted in Morning/Afternoon Addition or on the school or community center grounds. These are grounds for immediate dismissal.

****Because every act of misbehavior cannot be anticipated, the Morning/Afternoon Addition Coordinator may be required to make a judgment in handling certain acts of misconduct not covered in the behavior code.**

When any of these expectations are abused, certain consequences will follow depending on the severity of the offense.

1. A child will first be warned against future infractions. If behavior still persists, the child will be placed in time out for no more than 10 minutes and their parent will be informed.
2. A parent will be notified of the behavior and a conference with the Coordinator might be requested.
3. If damages are involved, the parent may be responsible for paying for the damage.

4. In extreme or repeated cases, a child will be suspended for up to one week at a time from the program as determined by the Director at a parent conference. If a child is determined to be harmful to others or themselves, they will be suspended until the parent has sought help for the child and Morning/Afternoon Addition receives written authorization from the child's parents and consultant (e.g., doctor, therapist, social worker).

5. After the second suspension, a child will be terminated from the program for the rest of the school year. **No refunds will be given.**

6. My signature reflects my understanding of the Behavioral Code and acknowledges that I will make sure my child(ren) adhere to all of the above.

Parent/Guardian:

(Signature)

(Date)

Program Director:

(Signature)

(Date)

PHILOSOPHY AND CURRICULUM

2012-2013 Morning/Afternoon Addition Program

Philosophy

The Morning/Afternoon Addition Program is geared to provide high quality before and after school care at a reasonable cost. Our goal is to contribute to the social and emotional development of each child through a recreational focus in a safe, positive environment. Self-confidence, self-respect and self-expression are encouraged as is responsibility, decision making and respect for others. We offer a variety of activities, both structured and unstructured, on a daily basis to meet the needs of all program participants.

What is Morning/Afternoon Addition?

The Morning/Afternoon Addition Program is designed to provide before and after school recreational activities for children enrolled in Kindergarten through sixth grade, ages 5 through 12 years. Through structured activities and free choice of activities, there are opportunities for socializing, unwinding, and releasing energy, as well as time for doing homework. Activities may be arranged according to ages, interests, and geared toward varying skill levels.

Sample Daily Schedule (Activity times may vary)

Morning Addition

7:00 - 7:30 a.m.	Breakfast Time (not provided by TPRD)
7:30 - 8:30 a.m.	Activity Time/students prep for day/morning movement
8:30 - 9:00 a.m.	Clean-up/prepare to leave for schools

Afternoon Addition

3:30 - 3:45 p.m.	Participants arrive to Community Center
3:45 - 4:30 p.m.	Snack and Clean-up (provided by TPRD)
4:30 - 6:00 p.m.	Homework time
4:30 - 6:00 p.m.	Activity Time/Clubs
6:00 - 6:30 p.m.	Free time/Game Room

The schedule is subject to change due to additional activities that will occur throughout the program such as: parties, special events, specialty instructors and library visits.

POLICIES AND PROCEDURES

2012-2013 Morning/Afternoon Addition Program

Schedule

- The Morning/Afternoon Addition program begins the first day of the 2012-2013 Montgomery County Public School year.
- The Morning Addition Program is open from 7:00 a.m. - 9:00 a.m.
- The Afternoon Addition Program is open from 3:30 p.m. - 6:30 p.m.

Transportation Plan

- **Takoma Park Elementary School:** Participants from TPES will be met by Afternoon Addition staff on the concrete lot next to the playground and then escorted to the Community Center.
- **Piney Branch Elementary School:** Participants from PBES will be met by Afternoon Addition staff in the hallway near the pool and then escorted to the Community Center.
- **Takoma Park Middle School:** Participants from TPMS will be met by Afternoon Addition staff in the front of the building and then escorted to the Community Center
- **All other Schools:** Parents must arrange their own transportation to the program. *Morning/Afternoon Addition staff will assume responsibility for the child after he/she has arrived to the program.*

Scheduled School Half Days

- The Afternoon Addition Program will be open from the time school closes until 6:30 p.m. on designated Montgomery County Public School teacher/professional half days.

Holidays

- On holidays when schools are closed, the Morning/Afternoon Addition program will also be closed. This schedule will be available to parents on the first day of the program.
- The Recreation Department offers a Winter Break and Spring Break Camp for an additional fee.

Emergency Closures

- **Early School closings:** In the event of early school closings, you will be required to arrange for pickup **at the Community Center within the hour** following school closing.
- **Late Pick up Fees will become effective one hour following notification (\$10/15 minutes and are due upon picking up your child).**
- **Full Day Closing:** The Morning/Afternoon Addition program will be closed whenever Montgomery County Public schools are closed for the full day due to teacher/professional days, weather, energy problems, or other emergencies.
- **Please check the Montgomery County Public Schools website for closings and cancellations. (www.montgomeryschoolsmd.org)**

Children's Records

- All records are confidential. The Recreation Department must receive written permission from a parent to distribute and release information to anyone.
- Parents may have access to their children's records at any time.

Safety/Security

- Parents must **come into** the facility to pick up their child(ren).
- A sign-out sheet will be posted in a designated area inside the Community Center. **(Parents are required to sign their children out each day.)**
- We will release children only to parents or authorized adults listed in the Authorization for pick up section.

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Medication

- The Authorization for Prescription Medication form must be completed by your physician **before** medication can be distributed to your child. The Authorization for Prescription Medication form can be found in this packet and online at www.takomaparkmd.gov/recreation.

Illness

- If a child is too ill to attend school he/she should not attend the Morning/Afternoon Addition Program on that day.
- All children must have regular physical examinations and immunizations as required for public school attendance and must be on file with Montgomery County Public Schools.
- If your child does not attend a Montgomery County Public School please submit a clear photocopy of their immunization records.
- Parents will be notified immediately if your child becomes ill, he/she will be given a quiet place to rest and will be cared for until you are able to pick them up.
- Parents of a child with a diagnosed contagious or infectious condition (strep, measles, mumps chicken pox, etc.) are asked to notify staff immediately.
- If a child has been placed on antibiotics they must remain at home until they have completed their first 24 hours on medication.
- If a child is absent for more than three (3) continuous days due to an illness an physicians note is needed in order to be readmitted into the program.

Accident or Injury

- If a child is injured while attending the Morning/Afternoon Addition Program and medical attention is required, the parent will be contacted to pick up the child. If it is an emergency situation, the parent will be asked to meet the staff member and child at the hospital.
- An accident/incident report will be completed for all injuries.

Getting in Touch

- If a child is not going to attend the Morning/Afternoon Addition Program on a scheduled day, parents should call the Recreation office at 301-891-7290 as soon as possible to make staff aware.

Withdrawal Policy

- One week written notice is required to withdraw a child from the Morning/Afternoon Addition Program.
- A \$15.00 administrative fee will be deducted from all refunds.
- The Recreation Department reserves the right to replace a child whose tuition is unpaid. You will receive written notice of this intent.